

**GAME OBSERVATION PROGRAM**  
**DEPARTMENT OF CHARITABLE GAMING**

INSPECTOR: \_\_\_\_\_ DATE OF INSPECTION: \_\_\_\_\_

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ GAME TIME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ DCG# \_\_\_\_\_

PHYSICAL GAME ADDRESS: \_\_\_\_\_

**I. PRELIMINARY:**

a. Is a valid gaming permit posted? YES NO

b. Is gaming being conducted within the permitted day/time limits? YES NO

If not, why? \_\_\_\_\_

c. Is a DCG complaint poster posted? YES NO

If not, is a poster provided? YES NO

d. Is a DCG gamblers anonymous poster posted? YES NO

If not, is a poster provided? YES NO

e. Is all of the gaming equipment in working order? YES NO

If not, what? \_\_\_\_\_

f. Is electronic verification in use? YES NO

g. Are the house rules posted or on the game program? YES NO

h. Does the game program accurately reflect the session? YES NO

If not, what are the differences? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. SUPPLIES:**

a. Are the invoices for gaming supplies on-hand? YES NO

If so, who are the suppliers? \_\_\_\_\_

\_\_\_\_\_

b. Is the access to the storage area limited to certain members? YES NO

c. If the organization rents their gaming facility, then does the landlord have access to the storage area? YES NO

d. Is the inventory control form (Form 109-A) or equivalent for paper supplies being used? YES NO

If so, is the form or equivalent being completed? YES NO

If not, why? \_\_\_\_\_

e. Is the inventory control form (Form 109-B) or equivalent for instant bingo/seal card supplies being used? YES NO

If so, is the form or equivalent being completed? YES NO

If not, why? \_\_\_\_\_

### III. ADMISSION:

a. Is the admission sales form (Form 104-A) or equivalent being used? YES NO

If so, is the form or equivalent being completed? YES NO

If not, why? \_\_\_\_\_

b. Are discounts given to players? YES NO

If so, what are the discounts? \_\_\_\_\_

c. Are admission tickets being used? YES NO

If so, are they separate from other tickets? YES NO

If not, why? \_\_\_\_\_

d. Player Count: \_\_\_\_\_ Time: \_\_\_\_\_ Per organization: \_\_\_\_\_ Per Inspector: \_\_\_\_\_

### IV. ELECTRONIC BINGO:

a. Who is loading the electronic bingo devices? ORG SUP

b. Are the devices loaded on-site? YES NO

c. Are players allowed to reserve a device? YES NO

d. Are players given a receipt showing the number of faces purchased? YES NO

e. Are rentals and exchange of devices handled by a volunteer? YES NO

f. If a player wins on a device, then is the winner verified? YES NO

g. How many electronic bingo devices are being used? \_\_\_\_\_

h. How are the voids done for the devices and when? \_\_\_\_\_

\_\_\_\_\_

i. Describe the price structure (per the number of faces): \_\_\_\_\_

V. RAFFLE & DOOR PRIZES:

a. Is a raffle, not including Treasure Chest being conducted during the session? YES NO

i. If so, how many raffles are being conducted? \_\_\_\_\_

ii. Is the reconciliation form (Form 104-D) or equivalent being used? YES NO

iii. What is the prize(s)? \_\_\_\_\_

iv. Describe the price structure: \_\_\_\_\_

v. Is the raffle ticket separate from the door prize ticket? YES NO

vi. Is the raffle ticket separate from the admission ticket? YES NO

vii. Are players allowed to purchase additional raffle tickets? YES NO

viii. On average, how often does the organization conduct a raffle? \_\_\_\_\_

b. Is Treasure Chest being played during the session? YES NO

i. If so, how is the Treasure Chest game being played? \_\_\_\_\_

ii. How much is the Treasure Chest prize? \_\_\_\_\_

iii. How much was the Treasure Chest prize during the last session? \_\_\_\_\_

c. Are door prizes being awarded during the session? YES NO

i. If so, how many door prizes are being awarded? \_\_\_\_\_

ii. What are the door prizes? \_\_\_\_\_

iii. Is each door prize limited to \$25 in value? YES NO

iv. On average, how often are door prizes awarded? \_\_\_\_\_

VI. PAPER BINGO:

a. Is decision bingo being played during the session? YES NO

i. If so, is the reconciliation schedule (Form 104-C) being used? YES NO

ii. Describe the price structure: \_\_\_\_\_

iii. How many games of decision bingo are being played? \_\_\_\_\_

iv. How many balls are called between each ante? \_\_\_\_\_

b. Is Winner-Take-All being played during the session? YES NO

i. If so, how many Winner-Take-All games are being played? \_\_\_\_\_

ii. Are all of the Winner-Take-All receipts up to \$1,000 being awarded? YES NO

If not, why? \_\_\_\_\_

iii. Describe the price structure: \_\_\_\_\_

c. Is "Lucky Seven" being played during the session? YES NO

i. If so, how many "Lucky Seven" games are being played? \_\_\_\_\_

ii. Describe the price structure: \_\_\_\_\_

iii. Is electronic equipment or paper being used? ELEC PAPER

iv. How much is the progressive jackpot? \_\_\_\_\_

v. How much was the progressive jackpot during the last session? \_\_\_\_\_

vi. How much is the regular/special prize? \_\_\_\_\_

vii. How many balls are needed to win the progressive jackpot? \_\_\_\_\_

d. Are the regular/special game prizes \$100 or less? YES NO

If not, why? \_\_\_\_\_

e. Are the total jackpot game prizes \$1,000 or less? YES NO

i. If not, why? \_\_\_\_\_

ii. How many jackpot games are being played? \_\_\_\_\_

iii. Describe the price structure: \_\_\_\_\_

f. Is paper bingo being sold on the floor? YES NO

i. If so, is the reconciliation form (Form 104-B) or equivalent being used? YES NO

If so, is the form or equivalent being completed? YES NO

If not, why? \_\_\_\_\_

ii. Describe the price structure of paper bingo being sold on the floor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

g. Describe the price structure of paper bingo being sold at the admission counter:

Type of Paper	Unit of Issue	Price	Includes Jackpot?	Includes WTA?

VII. INSTANT BINGO/SEAL CARDS:

- |  |     |    |
|--|-----|----|
| a. Is a flare being posted for all games in play?  | YES | NO |
| b. Are instant dispensing machines being used?   | YES | NO |
| c. Are the winning cards being defaced through the winning symbol when paid?                           | YES | NO |
| d. Are all of the winning cards, including free plays, being used to reconcile?                        | YES | NO |
| e. Are instant bingo/seal cards deals being sold to completion?  | YES | NO |
| If not, are the unsold cards being discarded?  | YES | NO |
| f. Is a record being kept for all instant bingo card winners over \$250 and for all seal card winners? | YES | NO |
| g. Are all the flares being kept as part of the gaming record?   | YES | NO |

- h. Is the reconciliation form (Form 105) or equivalent being used? YES NO
- If so, is the form or equivalent being completed? YES NO
- If not, why? \_\_\_\_\_
- i. Are the instant bingo/seal cards being sold on the floor? YES NO
- j. Are the instant bingo/seal card rules of play/flares being followed? YES NO
- If not, why? \_\_\_\_\_
- \_\_\_\_\_
- k. Are all the instant bingo/seal card game prizes being paid out in cash? YES NO
- If not, which games are being paid by other means? How? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- l. Are instant progressives being played during the session? YES NO
- i. If so, is the instant progressive pot capped? YES NO
- If so, how much is it capped at? \_\_\_\_\_
- ii. How many instant progressive pots exist? \_\_\_\_\_
- iii. How much is the latest instant progressive pot? \_\_\_\_\_
- iv. How much was added to the latest instant progressive pot? \_\_\_\_\_

#### VIII. PERSONNEL:

- a. Is the list of volunteers form (Form 107) or equivalent being used? YES NO
- b. How many volunteers are working the session? \_\_\_\_\_
- c. Are any of the volunteers under the age of 18? YES NO
- If so, does the organization have on file written permission from a parent/guardian giving the volunteer consent to work? YES NO
- d. Who is the on-site Bingo Manager? \_\_\_\_\_
- e. Who is the on-site Bingo Caller? \_\_\_\_\_
- f. Does the Bingo Manger receive remuneration? YES NO
- If so, what is the Bingo Manager's remuneration? \_\_\_\_\_
- g. Does the Bingo Caller receive remuneration? YES NO
- If so, what is the Bingo Caller's remuneration? \_\_\_\_\_

